

PERSONNEL/HUMAN SERVICES COMMITTEE

A G E N D A

TUESDAY, FEBRUARY 15, 2022

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.	
	I CALL TO ORDER
	II ROLL CALL
1- 5	III MINUTES (1/18/22)
	IV PUBLIC INPUT
	V PETITIONS AND COMMUNICATIONS
6	A. Commissioner Krygier, 2 <sup>nd</sup> District - Army Corps of Engineers - Terminology Use for Regional Permits at Category S and Category T (Proposed resolution attached)
	B. Bay County Courts
7-18	1. Appointment of Attorney Magistrate and Non-Attorney Magistrate (Seeking appointment of Maureen Fitzgerald as Attorney Magistrate and Leah Fournier as Non-Attorney Magistrate pursuant to MCL 600.8501; authorization for Board Chair to sign required documents; approval of required budget adjustments - proposed resolution attached)
19-22	2. Service Enhancements (Seeking approval of outlined 2022 Court service enhancements and required funding; authorization for Board Chair to sign required documents; approval of required budget adjustments - proposed resolution attached)
23-24	C. Bay County Prosecutor - Agreement Extension (Seeking approval of extension of Independent Contractor Agreement for Scanning of Criminal Files Involving Crime Victims; authorization for Board Chair to sign required documents; approval of required budget adjustments - proposed resolution attached)
25-26	D. Office of Criminal Defense - Renewal Plan and Cost Analysis for MIDC Grant 2022-2023 (Seeking Board approval of MIDC Grant; authorization for Board Chair to sign required documents; approval of required budget adjustments - proposed resolution attached)
27-28	E. Director, Department on Aging - Agreement with Liturgical Publications, Inc. (Seeking approval of Agreement; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached)
	F. Health Officer
29-30	1. Morgue Use Agreement (Seeking approval of Agreement with McLaren Bay Region; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached)
31-32	2. Allocation of \$9,000,000 ARPA Funding for Proposed Community Health and Human Services Center (Seeking approval of allocation of \$9,000,000 for Project until 12/31/22 - proposed resolution attached)

- 33-34                      3.      Allocation of \$300,000 ARPA Funding for Common Intake Project (Seeking allocation of \$300,000 for Common Intake Project; authorization for Board Chair to sign required documents; approval of required budget adjustments - proposed resolution attached)
- 35-36                      4.      Allocation of \$60,000 ARPA Funding for Electronic Medical Records Software (Seeking initiation of bid process for EMR Software acquisition - proposed resolution attached)
- 37-39                      G.      Retirement Administrator - Purchase of Military Time for Retirement Purposes (Ryan Gale, Central Dispatch) (Seeking authorization to purchase 5 years of military time - proposed resolution attached)
- H.      Personnel Director
- 40-43&44-45              1.      Vacancies (Proposed resolution attached)
- a.      9-1-1 Central Dispatch - Dispatcher (full time; \$16.17/hr. entry)
- 46                              b.      Sheriff's Office - Correctional Facility Officer (full time; \$18.08/hr. entry)
- 47                              c.      Animal Services & Adoption Center - Typist Clerk II (part time; \$13.01/hr. entry)
- 48                              d.      Health Department WIC Program - Outreach Worker (full time; \$14.15/hr. entry)
- 49-50                      e.      Mosquito Control - Seasonal Staff Positions - 32 Field and/or Biology Technicians (\$14.25 - \$15.25 per hour) (day shift year 1: \$14.25/hr.; day shift year 2: \$14.75/hr; night shift year 1: \$14.75; night shift year 2: \$15.25)
- 51                              f.      Environmental Affairs & Community Development: Gypsy Moth Program - Gypsy Moth Assistant Coordinator (\$17.81/hr. entry)
- 52-53                      g.      Recreation & Facilities

**Golf Course - Seasonal**

Position:  
Clubhouse Assistant (2)  
Clubhouse Attendants - Part Time (4+)  
Service Assistants - Part Time (5+)

**Golf Course — Clubhouse (Approx. Dates of Employment: April - October)**  
The number of positions is approximate but the total appropriation will not be exceeded.  
Hourly Wage:  
\$13.00/hr  
\$10.50/hr.  
\$10.50/hr.

**Golf Course — Starters/Rangers (Approx. Dates of Employment: April - October)**  
The number of positions is approximate but the total appropriation will not be exceeded.  
Position:  
Starter/Rangers — Part Time (8+)

Hourly Wage:  
\$10.50/hr

**Golf Course — Grounds/Maintenance (Approx. Dates of Employment: April - October)**  
The number of positions is approximate but the total appropriation will not be exceeded.  
Position:  
Equipment Operator/Team Leader—Variable Hours (3)  
Equipment Operators - Variable Hours (6+)  
General Laborers - Variable Hours (2+)

Hourly Wage:  
\$12.00/hr  
\$11.00/hr  
\$11.00hr

**Community Center Pool Staff (Approx. Dates of Employment: June - August)**  
The number of positions is approximate but the total appropriation will not be exceeded.  
Position:  
Pool Supervisor (1)  
Pool Asst. Supervisor (1)  
Lifeguard/WSI (10+)  
Cashier (2+)

Hourly Wage:  
\$13.00/hr  
\$12.00/hr  
\$10.50/hr  
\$10.00/hr

**Community Center Summer Recreation Program (Approx. Dates of Employment: June - August)**

Position:  
Supervisor (2)  
Counselor (13+)

Hourly Wage:  
\$13.00/hr  
\$10.50/hr

**Amber Davis-Johnson, ADA Coordinator**  
**Corporation Counsel**  
**515 Center Avenue**  
**Fourth Floor, Bay County Building**  
**Bv City, MI 48708**  
**(989)895-4131**

# PERSONNEL/HUMAN SERVICES COMMITTEE

## MINUTES

**MEETING OF THE PERSONNEL/HUMAN SERVICES COMMITTEE ON TUESDAY, JANUARY 18, 2022, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.**

**Call to order @ 4:00 P.M. by Chair Johnson.**

**Roll call:**

### MOTION NO.

COMMISSIONERS PRESENT		1	2	3	4	5	6	7	8	9	10	11
JAYME A. JOHNSON, CHAIR	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
ERNIE KRYGIER, VICE CHAIR	P	Y	Y	Y	Y	Y	Y	Y	M/Y	S/Y	Y	
MARIE FOX	P	Y	Y	M/Y	Y	Y	Y	Y	S/Y	Y	Y	
VAUGHN J. BEGICK	P	Y	Y	Y	S/Y	Y	Y	S/Y	Y	Y	M/Y	
KIM COONAN	P	Y	Y	S/Y	M/Y	M/Y	M/Y	Y	Y	M/Y	S/Y	
KAYSEY L. RADTKE	P	S/Y	S/Y	Y	Y	Y	Y	Y	Y	Y	Y	
THOMAS M. HEREK, EX OFFICIO	P	M/Y	M/Y	Y	Y	S/Y	S/Y	M/Y	Y	Y	Y	

### MOTION NO.

COMMISSIONERS PRESENT		12	13	14	15	16	17	18	19	20	21	22
JAYME A. JOHNSON, CHAIR												
ERNIE KRYGIER, VICE CHAIR												
MARIE FOX												
VAUGHN J. BEGICK												
KIM COONAN												
KAYSEY L. RADTKE												
THOMAS M. HEREK, EX OFFICIO												

### MOTION NO.

COMMISSIONERS PRESENT		23	24	25	26	27	28	29	30	31	32	33
JAYME A. JOHNSON, CHAIR												
ERNIE KRYGIER, VICE CHAIR												
MARIE FOX												
VAUGHN J. BEGICK												
KIM COONAN												
KAYSEY L. RADTKE												
THOMAS M. HEREK, EX OFFICIO												

**OTHERS PRESENT:** J.BARCIA, C.GIGNAC, A.JOHNSON, C.IZWORSKI, T.JERRY, T.CUNNINGHAM, C.MAUSOLF, H.PITCHER, J.HOPPE, S.WALRAVEN, K.ZANOTTI, E.EURICH, J. COPPENS, BAY FUTURE REPS, BAY AREA COMMUNITY FOUNDATION REPS, C.HILL, N.PAIGE, D.BERGER

**PRESENT VIA ZOOM:** J.STRASZ, T.SPENCER, C.GOULET

**M-MOVED; S-SUPPORTED; Y-YEA; N-NAY; ABS.-ABSTAIN; E-EXCUSED; A-ABSENT**

-/-

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**MOTION NO.** \_\_\_\_\_

**NOTE:** In addition to these typed minutes which provide an overview of the meeting and are not verbatim, this Committee meeting was also video taped and those tapes are available for review in the Executive's Office or can be viewed on Bay County's website [www.baycounty-mi.gov/executive/videos](http://www.baycounty-mi.gov/executive/videos).

- 1            MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE DECEMBER 28, 2022 PERSONNEL/HUMAN SERVICES COMMITTEE MEETING AS PRINTED.**

Public input was called. Carol Hill commented on the state of the country with everyone butting heads, no one wants to talk, only argue. She expressed concern about this happening in our community. She fought for and is proud of our country - everyone should look at everyone as human beings. Committee Chair Johnson agreed and thanked Ms. Hill for her comments.

- 2            MOVED, SUPPORTED AND CARRIED TO ADD THE APPOINTMENT OF FINANCE OFFICER TO THIS AGENDA PURSUANT TO BOARD RULES, ARTICLE 10, SECTION 4.**

- 3            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF JustFOIA SOFTWARE AND LICENSE AGREEMENT FOR THE OFFICE OF CORPORATION COUNSEL.**

Jayson Hoppe, FOIA Coordinator, explained the need for and benefit of this software which is user friendly and the best option financially. The cost is based on 50 users.

- 4            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF GRANT APPLICATION(S) TO REPLACE A FREEZER AND WARMER IN THE DEPARTMENT ON AGING.**

- 5            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD CONCURRENCE WITH THE COUNTY EXECUTIVE'S RECOMMENDED APPOINTMENT OF CHRISTOPHER IZWORSKI AS BAY COUNTY FINANCE OFFICER.**



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**The County Executive spoke to the qualifications and background/ experience of Mr. Izworski in his years working for Bay County in 911 Central Dispatch and as the Director of 911 as well as his educational background. Mr. Izworski is an ideal candidate for the position of Finance Officer. Mr. Izworski indicated that he is grateful for the opportunity to serve as the County's Finance Officer.**

- 6                MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL VACANCIES IN 911 (DISPATCHER) AND SHERIFF MARINE PATROL (25 MARINE DEPUTIES; 5 SUPERVISORS) AND TO APPROVE THE REAUTHORIZATION OF THE REORGANIZATION OF THE HEALTH DEPARTMENT (PERSONNEL).**

**When questioned as to who will head 911, the Executive noted that Ryan Gale, the Assistant Director, will take over those responsibilities. Mr. Izworski spoke to the qualifications of Mr. Gale and his ability to handle those responsibilities.**

- 7                MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF NETWORK ACCESS AGREEMENT WITH THE CITY OF PINCONNING POLICE TO PROVIDE ACCESS TO THE LAW ENFORCEMENT NETWORK IN A SECURE MANNER AT A COST OF \$500/YEAR (ISD).**

**Commissioner Krygier questioned the low cost and the Julie Coppens, Information Systems Manager, indicated that for the service that will be provided, the \$500 is the base rate. Pinconning is paying the other costs associated with and required for connection to Bay County's Information Systems Network.**

**The Bay County Treasurer Shawna Walraven and the Bay City Commission President Chris Girard addressed the committee about joint opportunities to partner on hardship programs to address the needs of Bay City/Bay County citizens. People are struggling to pay their rent, taxes and penalties associated. The City has allocated \$1 million of ARPA funds for individuals who need rent, mortgage or utility assistance. Penalties are allowable under ARPA. The Treasurer has suggested they include delinquent tax payment as an allowable use of their grant funds as well. There is a void of delinquent tax relief for individuals and there is an interest on the part of the City in collaborating on this. There are 342 properties in jeopardy of foreclosure in Bay County on March 31, 2022, 216 are in the City and in 2023 there will be**

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**1,512 facing foreclosure, with 796 being in the City. Long term solutions need to be explored. Ms. Walraven was bringing this up to the Board to consider future additional collaboration opportunities related to delinquent tax payments and housing. Following further discussion, it was**

- 8            MOVED, SUPPORTED AND CARRIED TO RECEIVE THE TREASURER AND CITY COMMISSION PRESIDENT'S REPORT.**

**Commissioner Krygier wished to have the Financial Analyst vacancy and filling that vacancy on the February Personnel/Human Services Committee agenda.**

**Additionally, the issue of the pay scale for the attorneys in the Prosecutor's office was removed from the adopted budget and this should be addressed at the March Personnel/Human Services Committee meeting and he wished this matter placed on that agenda for consideration.**

**Heather Brady-Pitcher, Assistant Corporation Counsel, updated the Committee on the status of the VEBA Trust update. Outside counsel is addressing this and progress is being made but it is a slow process because of the many components involved.**

**Under New Business Commissioner Coonan indicated he would like a resolution included on the February P/HS agenda addressing premium pay for front line workers, full time and part time, working in the Sheriff's Department, Health Department, Juvenile Home, and whatever other departments that this would apply to. He would like this information gathered for inclusion in a resolution. It was suggested that criteria for eligible employees should be developed by administration. It was**

- 9            MOVED, SUPPORTED AND CARRIED THAT A RESOLUTION BE SUBMITTED AT THE FEBRUARY PERSONNEL/HUMAN SERVICES COMMITTEE MEETING TO REIMBURSE FRONT-LINE BAY COUNTY EMPLOYEES.**

**Commissioner Begick noted that the veterans have asked that the ventilation system in the County Building be checked.**

**Under Miscellaneous, Commissioner Krygier felt that Sheriff Road Patrol and the need to address increasing cyber crimes should be undertaken. He asked**



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the Sheriff to comment and Sheriff Cunningham indicated that the cyber crimes are a big concern and these crimes start with phones and/or computers. These crimes target seniors and youth and the Sheriff does not have adequate staff to address the problem. Utilization of ARPA funds was mentioned, however, it was felt that Marijuana funds might be a better source of funding for additional staffing and vehicles.

There being no further business, it was

**10                    MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:58 P.M.).**

**Submitted by:**

*Deanne Berger*

**Deanne Berger  
Board Coordinator**



## BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 15, 2022

## RESOLUTION

- BY:** PERSONNEL/HUMAN SERVICES COMMITTEE (2/15/2022)
- WHEREAS,** Bay County has over 37 miles of Great Lakes frontage on Lake Huron, and hosts the western shore of Saginaw Bay characterized by its natural sandy beachfront that extends to the southern shore where several important wildlife and wetland marsh areas are located; And
- WHEREAS,** Early land records show throughout Bay County's history, people have been drawn to our natural beachfront for encampment, to access the waters of Saginaw Bay for food and transportation. Beach camps grew into some of our most treasured and economically important waterfront areas and carried forward through time with Bay County still having over 27 Place-names of beach settlements such as Aplin Beach, Wenona Beach, Linwood Beach, Tobico Beach, etc; And
- WHEREAS,** Our natural beachfront areas first showed signs of invasion in the 1990's after our coastal wetlands areas had been taken over by massive stands of invasive Phragmites plants. Seeds and broken plant stems from the dense growth of Phragmites in coastal wetlands washed up onto the beach and took root in the sand. Shoreline property owners went to work to prevent the aggressive growing invasive plant from taking over beaches and the regulatory agencies mistakenly considered these foreign invaders on our shoreline as beneficial wetlands plants; And
- WHEREAS,** Many years of heavy enforcement actions against homeowners cutting invasive plants to defend and protect their beachfront property resulted in public turmoil, damaging arguments between agencies wrangling to distinguish a beach from a wetland area, resulting in exponential expansion of growth areas of the invasive weed. Extensive discussions with regulatory agencies led by Bay County representatives finally brought regulatory relief and streamlined permitting by allowing grooming in areas resource agencies still might classify as 'wetlands', as long as they were not vegetated. This was a critical agreement. The State of Michigan passed a law (PA 247, 2012) that allows beach grooming on granular substrate (sand, pebble) shorelines without a permit and the Army Corps of Engineers adopted their Regional Permit that allowed for some limited leveling of sand and beach grooming of vegetation as long as it was in a predominately non-vegetated area; And
- WHEREAS,** Now the Army Corps of Engineers is currently reissuing their Regional Permit with language that harkens back to the murky period that so damaged relations between the public and the resource agencies by reverting to the use of "non-wetland area" in authorizing the limited beach grooming activities; And
- WHEREAS,** The regulation and permitting of beach grooming activities in Bay County and throughout Michigan has been extensively negotiated and after years of wordsmithing agreement had been reached to use the term "non-vegetated" in the Army Corps of Engineers Regional Permit, and to go backwards at this time will create undue confusion and animosity between the public and regulatory agencies; And
- RESOLVED** That Bay County strongly urges the Army Corps of Engineers to not use the proposed "non-wetland" terminology but instead retain the current Regional Permit's existing terminology of "non-vegetated" in the reissuance of the Regional Permit at Category S (leveling of sand) and Category T (beach grooming), as it has been both carefully negotiated and crafted to successfully protect both wetlands and beach grooming activities.

JAYME A. JOHNSON, CHAIR  
AND COMMITTEE

Krygier - Non-Wetland Terminology  
Sponsored by Commissioner Krygier, 2<sup>nd</sup> District

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MARIE FOX				KIM J. COONAN				JAYME A. JOHNSON			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

## VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_ NO ACTION TAKEN \_\_\_\_\_

6-



**BAY COUNTY COURTS**  
**18th Circuit 74th District 9th Probate**  
1230 Washington Avenue • Bay City, Michigan 48708

KIM B. MEAD  
Court Administrator  
Phone: (989) 895-4266  
Fax: (989) 895-4099  
meadk@baycounty.net

January 31, 2022

Mr. Jayme A. Johnson, Chair  
Personnel/Judicial Committee  
Bay County Board of Commissioners  
515 Center Avenue  
Bay City, Michigan 48708

Dear Chairman Johnson:

The 74<sup>th</sup> District Court has promoted Mrs. Leah Fournier to fill the position vacated by Magistrate Shirley Beeman who retired last month. The non-attorney magistrate responsibilities are a key component of our operation responsible for authorizing warrants, establishing bond, performing weddings and assisting with judicial on-call coverage.

In addition, the Court has decided to appoint Probate/Juvenile Referee Maureen Fitzgerald as an Attorney Magistrate in the District Court as well. Mrs. Fitzgerald would be able to cover judicial hearings in the absence of Magistrate Doner. This creates an opportunity to utilize her ability to conduct arraignments, pre-trial settlements, preside over small claims, traffic citations, and weddings, as well as assist with judicial on-call coverage.

The Court request this committee recommend to the Board of Commissioners that by their authority as provided in MCL 600.8501 do thereby approve Mrs. Fitzgerald as an Attorney Magistrate and Mrs. Fournier as a Non-Attorney Magistrate in the 74<sup>th</sup> District Court. Furthermore, that the Chairman of the Board is authorized to sign any required documents related to these appointments.

Both are budgeted positions, so no additional appropriation is requested.

Sincerely,

Kim Brian Mead  
Administrator

# BAY COUNTY COURTS

Administrative Order 2022 - \_\_\_\_\_

## APPOINTMENT OF ATTORNEY MAGISTRATE

In accordance with Administrative Order 2009-6, effective January 1, 2010, and MCL 600.8501 and 600.8503, and upon approval of the State Court Administrative Office (SCAO),

### IT IS ORDERED:

1. The judges of the 74<sup>TH</sup> District Court appoint Maureen L. Fitzgerald as attorney magistrate with the approval of the Bay County Board of Commissioners
2. Maureen L. Fitzgerald:
  - a. Is a registered elector in the county.
  - b. Will serve at the pleasure of the judges of the district court.
  - c. Will take the constitutional oath of office.
  - d. Will file a performance bond in the amount of \$50,000 with the Bay County treasurer and chief judge.
  - e. Will complete a training course in traffic law adjudication and sanctions given by SCAO.
  - f. Is licensed to practice law in Michigan.
3. Magistrate Maureen L. Fitzgerald is authorized to perform the following duties:
  - a. Arraign and sentence upon pleas of guilty or nolo contendere for violations of the following acts or parts of acts, or local ordinances substantially corresponding to the following acts or parts of acts, if the maximum permissible punishment does not exceed 90 days in jail, a fine, or both [MCL 600.8511(a)]:
    - 1) SPORT FISHING, part 487 of the natural resources and environmental protection act, MCL 324.48701 to 324.48740;
    - 2) WILDLIFE CONSERVATION, part 401 of the natural resources and environmental protection act, MCL 324.40101 to 324.40120;
    - 3) MARINE SAFETY, part 801 of the natural resources and environmental protection act, MCL 324.80101 to 324.80199;
    - 4) MOTOR CARRIER ACT, MCL 475.1 to 479.43;



- 5) MOTOR CARRIER SAFETY ACT, MCL 480.11 to 480.25;
- 6) DOG LAW OF 1919, MCL 287.261 to 287.290;
- 7) MICHIGAN LIQUOR CONTROL CODE, MCL 436.1703 and 436.1915;
- 8) GENERAL POWERS AND DUTIES, part 5 of the natural resources and environmental protection act, MCL 324.501 to 324.513;
- 9) LITTERING, part 89 of the natural resources and environmental protection act, MCL 324.8901 to 324.8907;
- 10) HUNTING AND FISHING LICENSES, part 435 of the natural resources and environmental protection act, MCL 324.43501 to 324.43561;
- 11) RECREATIONAL TRESPASS, part 731 of the natural resources and environmental protection act, MCL 324.73101 to 324.73111; and
- 12) TRESPASS, MCL 750.546 to 750.552c.

b. Arraign and sentence upon pleas of guilty or nolo contendere for violations of the Michigan vehicle code, MCL 257.1 to 257.923, or local ordinances substantially corresponding to provisions of the Michigan vehicle code, if the maximum permissible punishment does not exceed 93 days in jail, a fine, or both, except for violations of MCL 257.625 and 257.625m or local ordinances substantially corresponding to these provisions. However, the magistrate is authorized to arraign defendants and set bond with regard to violations of MCL 257.625 and 257.625m or local ordinances substantially corresponding to these provisions. [MCL 600.8511(b)]

c. Arraign and sentence upon pleas of guilty or nolo contendere for violations of the following acts, if the maximum permissible punishment does not exceed 93 days in jail, a fine, or both [MCL 600.8511(c)]:

- 1) OFF-ROAD RECREATION VEHICLES, part 811 of the natural resources and environmental protection act, MCL 324.81101 to 324.81150 or local ordinances substantially corresponding to these provisions, except for violations of MCL 324.81134 and 324.81135. However, the magistrate is authorized to arraign defendants and set bond with regard to violations of MCL 324.81134 and 324.81135; and



- 2) SNOWMOBILE, part 821 of the natural resources and environmental protection act, MCL 324.82101 to 324.82160 or local ordinances substantially corresponding to these provisions, except for violations of MCL 324.82128 and 324.82129. However, the magistrate is authorized to arraign defendants and set bond with regard to violations of MCL 324.82128 and 324.82129.
- d. Accept pleas of guilty or nolo contendere and impose sentence for misdemeanor or ordinance violations punishable by fines and that are not punishable by imprisonment by the terms of the statutes or ordinances creating the offenses. [MCL 600.8512a(b)]
- e. Issue search warrants [insert either "under general authorization" or "under specific authorization on individual cases"]. [MCL 600.8511(g); MCL 780.651(4)]
- f. Issue warrants for the arrest of persons or summons to appear in court upon written authorization of the prosecuting or municipal attorney and set pre-arraignment bonds. Written authorization is not required for vehicle law or ordinance violations within the jurisdiction of the magistrate, if a police officer issued a traffic citation in accordance with MCL 257.728 and the defendant failed to appear. [MCL 600.8511(e); MCL 764.1(1)]
- g. Fix bail and accept bond in all criminal cases. [MCL 600.8511(f)] Set bond and order the defendant to appear before the circuit court in the county for a hearing when the person has been arrested for violation of a personal protection order and the circuit court judge will not be present or available within 24 hours after an arrest. [MCL 764.15b(3)]
- h. Conduct first appearances of defendants before the court in all criminal and ordinance violation cases, including acceptance of any written demand or waiver of preliminary examination and acceptance of any written demand or waiver of jury trial. However, the magistrate may only accept pleas of guilty or nolo contendere expressly authorized under MCL 600.8511 or MCL 600.8512a. [MCL 600.8513(1)]
- i. Conduct arraignments for a contempt of court violation or a probation violation, if the violation arises directly out of a criminal case for which the magistrate has authority to conduct the first appearance and involves the same defendant, and if the maximum permissible penalty for the offense does not exceed one year in jail, a fine, or both. The magistrate may accept a plea and set bond, but may not conduct a contempt or probation violation hearing or sentencing. [MCL 600.8511(d)]
- j. Hear and preside over civil infraction admissions, admissions with explanation, motions to set aside default or withdraw admissions, and conduct informal hearings in civil infraction actions, and impose all sanctions allowed by statute, under the authority of MCL 600.8512a(a), MCL 600.8512 (traffic and parking civil infractions), 600.8719 (municipal

civil infractions), MCL 600.8819 (state civil infractions), and other applicable sections of these acts. Informal hearings involving traffic or parking violations shall not be conducted until the magistrate has successfully completed the SCAO training course in traffic law adjudication and sanctions.

- k. Approve and grant petitions for the appointment of attorneys to represent indigent defendants accused of misdemeanor offenses punishable by imprisonment for not more than one year or ordinance violations punishable by imprisonment. [MCL 600.8513(2)(a)]
- l. Suspend payment of court fees by indigent parties in civil, small claims, or summary proceedings actions, until after judgment has been entered. [MCL 600.8513(2)(b)]
- m. Upon written authorization of the prosecuting or city attorney, sign nolle prosequis, dismissing any criminal or ordinance violation cases over which the district court has jurisdiction and release any bail bonds or bail bond deposits to the persons entitled to them, unless the preliminary examination or trial has commenced or a plea of guilty or nolo contendere has been accepted by a district court judge. [MCL 600.8513(2)(c)]
- n. Execute and issue process to effectuate authority expressly granted by law to district court magistrates. [MCL 600.8513(2)(d)]
- o. Administer oaths and affirmations and take acknowledgments in writing. [MCL 600.8317]
- p. Perform marriages and charge a fee of \$10 which shall be deposited with the court for transmission to the funding unit at the end of each month. [MCL 600.8316]
- q. Issue summonses to appear and show cause why the animal should not be destroyed, issue other preliminary orders, conduct hearings, and make necessary dispositive orders, regarding animals alleged to be dangerous and to have caused serious injury or death to a person or a dog. [MCL 287.322]
- r. Hear cases in the small claims division of the district court. [MCL 600.8401, MCL 600.8427, MCL 600.8514]
- s. Conduct probable cause conferences and all matters allowed at the probable cause conference, except for the taking of pleas and sentencings, under MCL 766.4. [MCL 600.8511(h)]
- t. Issue a suppression order for a search warrant affidavit. [MCL 780.651(9)]
- u. Issue a suppression order for a search warrant tabulation until the final disposition of the case unless otherwise ordered. [MCL 780.655(2)]

- v. Hear, preside over, and issue orders regarding abandoned vehicles filed under MCL 257.252a, 257.252b, and MCL 257.252d. [MCL 257.252f]
4. [For first-class, multi-county districts only] Magistrate [insert full name of magistrate] is authorized to serve as magistrate in [insert name of county] County and [insert name of county] County.

1/13/2022  
Date

Joseph K. Sheeran  
Hon. Joseph K. Sheeran  
Chief Judge:

P28575

SCAO Approval/Effective Date: \_\_\_\_\_

## BAY COUNTY COURTS

Administrative Order 2022 - \_\_\_\_\_  
Rescinds Administrative Order 2021-04

### APPOINTMENT OF NON-ATTORNEY MAGISTRATE

In accordance with Administrative Order 2009-6, effective January 1, 2010, and MCL 600.8501 and 600.8503, and upon approval of the State Court Administrative Office (SCAO),

#### **IT IS ORDERED:**

1. The judges of the 74<sup>TH</sup> District Court appoint Leah K. Fournier as magistrate with the approval of Bay County Board of Commissioners
2. Leah K. Fournier:
  - a. Is a registered elector in the county.
  - b. Will serve at the pleasure of the judges of the district court.
  - c. Will take the constitutional oath of office.
  - d. Will file a performance bond in the amount of \$50,000 with the Bay County treasurer and chief judge.
  - e. Will complete a training course in traffic law adjudication and sanctions given by SCAO.
3. Magistrate Leah K. Fournier is authorized to perform the following duties:
  - a. Arraign and sentence upon pleas of guilty or nolo contendere for violations of the following acts or parts of acts, or local ordinances substantially corresponding to the following acts or parts of acts, if the maximum permissible punishment does not exceed 90 days in jail, a fine, or both [MCL 600.8511(a)]:
    - 1) SPORT FISHING, part 487 of the natural resources and environmental protection act, MCL 324.48701 to 324.48740;
    - 2) WILDLIFE CONSERVATION, part 401 of the natural resources and environmental protection act, MCL 324.40101 to 324.40120;
    - 3) MARINE SAFETY, part 801 of the natural resources and environmental protection act, MCL 324.80101 to 324.80199;
    - 4) MOTOR CARRIER ACT, MCL 475.1 to 479.43;



- 5) MOTOR CARRIER SAFETY ACT, MCL 480.11 to 480.25;
  - 6) DOG LAW OF 1919, MCL 287.261 to 287.290;
  - 7) MICHIGAN LIQUOR CONTROL CODE, MCL 436.1703 and 436.1915;
  - 8) GENERAL POWERS AND DUTIES, part 5 of the natural resources and environmental protection act, MCL 324.501 to 324.513;
  - 9) LITTERING, part 89 of the natural resources and environmental protection act, MCL 324.8901 to 324.8907;
  - 10) HUNTING AND FISHING LICENSES, part 435 of the natural resources and environmental protection act, MCL 324.43501 to 324.43561;
  - 11) RECREATIONAL TRESPASS, part 731 of the natural resources and environmental protection act, MCL 324.73101 to 324.73111; and
  - 12) TRESPASS, MCL 750.546 to 750.552c.
- b. Arraign and sentence upon pleas of guilty or nolo contendere for violations of the Michigan vehicle code, MCL 257.1 to 257.923, or local ordinances substantially corresponding to provisions of the Michigan vehicle code, if the maximum permissible punishment does not exceed 93 days in jail, a fine, or both, except for violations of MCL 257.625 and 257.625m or local ordinances substantially corresponding to these provisions. However, the magistrate is authorized to arraign defendants and set bond with regard to violations of MCL 257.625 and 257.625m or local ordinances substantially corresponding to these provisions. [MCL 600.8511(b)]
- c. Arraign and sentence upon pleas of guilty or nolo contendere for violations of the following acts, if the maximum permissible punishment does not exceed 93 days in jail, a fine, or both [MCL 600.8511(c)]:
- 1) OFF-ROAD RECREATION VEHICLES, part 811 of the natural resources and environmental protection act, MCL 324.81101 to 324.81150 or local ordinances substantially corresponding to these provisions, except for violations of MCL 324.81134 and 324.81135. However, the magistrate is authorized to arraign defendants and set bond with regard to violations of MCL 324.81134 and 324.81135; and

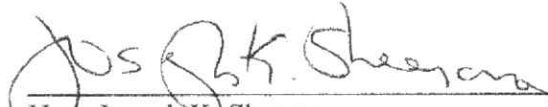
- 2) SNOWMOBILE, part 821 of the natural resources and environmental protection act, MCL 324.82101 to 324.82160 or local ordinances substantially corresponding to these provisions, except for violations of MCL 324.82128 and 324.82129. However, the magistrate is authorized to arraign defendants and set bond with regard to violations of MCL 324.82128 and 324.82129.
- d. Accept pleas of guilty or nolo contendere and impose sentence for misdemeanor or ordinance violations punishable by fines and that are not punishable by imprisonment by the terms of the statutes or ordinances creating the offenses. [MCL 600.8512a(b)]
- e. Issue search warrants under general authorization [MCL 600.8511(g); MCL 780.651(4)]
- f. Issue warrants for the arrest of persons or summons to appear in court upon written authorization of the prosecuting or municipal attorney and set pre-arraignment bonds. Written authorization is not required for vehicle law or ordinance violations within the jurisdiction of the magistrate, if a police officer issued a traffic citation in accordance with MCL 257.728 and the defendant failed to appear. [MCL 600.8511(e); MCL 764.1(1)]
- g. Fix bail and accept bond in all criminal cases. [MCL 600.8511(f)] Set bond and order the defendant to appear before the circuit court in the county for a hearing when the person has been arrested for violation of a personal protection order and the circuit court judge will not be present or available within 24 hours after an arrest. [MCL 764.15b(3)]
- h. Conduct first appearances of defendants before the court in all criminal and ordinance violation cases, including acceptance of any written demand or waiver of preliminary examination and acceptance of any written demand or waiver of jury trial. However, the magistrate may only accept pleas of guilty or nolo contendere expressly authorized under MCL 600.8511 or MCL 600.8512a. [MCL 600.8513(1)]
- i. Conduct arraignments for a contempt of court violation or a probation violation, if the violation arises directly out of a criminal case for which the magistrate has authority to conduct the first appearance and involves the same defendant, and if the maximum permissible penalty for the offense does not exceed one year in jail, a fine, or both. The magistrate may accept a plea and set bond, but may not conduct a contempt or probation violation hearing or sentencing. [MCL 600.8511(d)]
- j. Hear and preside over civil infraction admissions, admissions with explanation, motions to set aside default or withdraw admissions, and conduct informal hearings in civil infraction actions, and impose all sanctions allowed by statute, under the authority of MCL 600.8512a(a), MCL 600.8512 (traffic and parking civil infractions), 600.8719 (municipal civil infractions), MCL 600.8819 (state civil infractions), and other

applicable sections of these acts. Informal hearings involving traffic or parking violations shall not be conducted until the magistrate has successfully completed the SCAO training course in traffic law adjudication and sanctions.

- k. Approve and grant petitions for the appointment of attorneys to represent indigent defendants accused of misdemeanor offenses punishable by imprisonment for not more than one year or ordinance violations punishable by imprisonment. [MCL 600.8513(2)(a)]
- l. Suspend payment of court fees by indigent parties in civil, small claims, or summary proceedings actions, until after judgment has been entered. [MCL 600.8513(2)(b)]
- m. Upon written authorization of the prosecuting or city attorney, sign nolle prosequis, dismissing any criminal or ordinance violation cases over which the district court has jurisdiction and release any bail bonds or bail bond deposits to the persons entitled to them, unless the preliminary examination or trial has commenced or a plea of guilty or nolo contendere has been accepted by a district court judge. [MCL 600.8513(2)(c)]
- n. Execute and issue process to effectuate authority expressly granted by law to district court magistrates. [MCL 600.8513(2)(d)]
- o. Administer oaths and affirmations and take acknowledgments in writing. [MCL 600.8317]
- p. Perform marriages and charge a fee of \$10 which shall be deposited with the court for transmission to the funding unit at the end of each month. [MCL 600.8316]
- q. Issue summonses to appear and show cause why the animal should not be destroyed, issue other preliminary orders, conduct hearings, and make necessary dispositive orders, regarding animals alleged to be dangerous and to have caused serious injury or death to a person or a dog. [MCL 287.322]
- r. Conduct probable cause conferences and all matters allowed at the probable cause conference, except for the taking of pleas and sentencings, under MCL 766.4. [MCL 600.8511(h)]
- s. Issue a suppression order for a search warrant affidavit. [MCL 780.651(9)]
- t. Issue a suppression order for a search warrant tabulation until the final disposition of the case unless otherwise ordered. [MCL 780.655(2)]
- u. Hear, preside over, and issue orders regarding abandoned vehicles filed under MCL 257.252a, 257.252b, and MCL 257.252d. [MCL 257.252f]

4. [For first-class, multi-county districts only] Magistrate [insert full name of magistrate] is authorized to serve as magistrate in [insert name of county] County and [insert name of county] County.

1/13/2022  
Date

  
Hon. Joseph K. Sheeran  
Chief Judge

P28575

SCAO Approval/Effective Date: \_\_\_\_\_



## BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 15, 2022

## RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (2/15/2022)

WHEREAS, The 74th District Court has promoted Leah Fournier to fill the position vacated by Magistrate Shirley Beeman who retired last month; and

WHEREAS, The non-attorney magistrate responsibilities are a key component of the Court's operation responsible for authorizing warrants, establishing bond, performing weddings and assisting with judicial on-call coverage; and

WHEREAS, In addition, the Court has decided to appoint Probate/Juvenile Referee Maureen Fitzgerald as an Attorney Magistrate in the District Court as well. Mrs. Fitzgerald would be able to cover judicial hearings in the absence of Magistrate Doner which creates an opportunity to utilize her ability to conduct arraignments, pre-trial settlements, preside over small claims, traffic citations, and weddings, as well as assist with judicial on-call coverage; and

WHEREAS, Both positions are budgeted and no additional funding is required; and

WHEREAS, The Court requests approval by the Bay County Board of Commissioners pursuant to the Board's authority as provided in MCL 600.8501; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners hereby approves the appointment of Maureen Fitzgerald as an Attorney Magistrate and Leah Fournier as a Non-Attorney Magistrate in the 74th District Court; Be It Further

RESOLVED That the Chairman of the Board is authorized to sign any required documents related to these appointments following Corporation Counsel review and approval.

JAYME A. JOHNSON, CHAIR  
AND COMMITTEE

District Court - Appointment of Magistrates (2)

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MARIE FOX				KIM J. COONAN				JAYME A. JOHNSON			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_ NO ACTION TAKEN \_\_\_\_\_



**BAY COUNTY COURTS**  
**18th Circuit 74th District 9th Probate**  
1230 Washington Avenue • Bay City, Michigan 48708

KIM B. MEAD  
Court Administrator  
Phone: (989) 895-4266  
Fax: (989) 895-4099  
meadk@baycounty.net

February 9, 2022

Mr. Jayme A. Johnson, Chair  
Personnel/Judicial Committee  
Bay County Board of Commissioners  
515 Center Avenue  
Bay City, Michigan 48708

Dear Chairman Johnson:

In its 2022 budget request, the Court submitted a few service enhancements. While included in the Executive's recommend budget, they were removed at the board level during the budget process. The enhancement requests are based on retention issues. The Court still faces the same needs and asks that consideration be given to its enhancement requests.

Based on a request from the previous County Executive due to expected serious budget deficits in the 2013 Budget, the Circuit Court and Friend of the Court reduced two positions to part-time creating one full-time shared position in a cost saving process.

Clerk positions in the administrative office are at the lowest paygrade level, yet, they require knowledge of all case disciplines; domestic, civil and criminal, which is only acquired by a lengthy training process over several years. With only four clerks, it's one thing to have one leave due to advancement, but three of the four all moved on to higher paying positions within months. It decimated the office. This cannot happen again. In addition, the part-time position shared with Friend of the Court is also a revolving slot. No one wants to stay in a job that straddles two different offices. At the first full-time open position all new hires move on.

Due to the State downsizing the judiciary, the Court suffered the loss of a Circuit Court judicial position and staff that assisted them. The workload was spread amongst the remaining Judges and their staff. The court recorder positions have been adversely affected with increased workload from operational changes made during the Covid pandemic. While going virtual sounds easy, more processes are required. The Michigan Supreme Court has directed all courts going forward to maintain virtual as well as in-person hearings. Staying with the original staffing model is not working. During a recent leave of absence by one of the recorders, the Court explored getting outside

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assistance from certified local independent recorders. Not one was found willing to help because they have all the work they can handle. The Court ended up using a firm out of Detroit on a limited basis that connected virtually to capture the proceedings as required by law. Using this option does not complete any of the paperwork or entries into our computer software. This experience proved that the only real option is to have in-house staff for these positions. This is not a situation where one can contact a temp-service and have someone fill in. The State Court office in conjunction with Lansing Community College holds exams for certification only twice a year. These positions are mission critical as the Court is required by law to capture an accurate accounting (both audio and written documentation) of all proceedings on the record.

The requested enhancements are as follows;

Utilize 215-Fund monies from Friend of the Court to restore two shared part-time positions to full-time status. Net cost to the General Fund is \$0.

With the recent departure this month of a part-time judicial secretary, allow the Court to combine those budgeted funds to modify one of the full-time positions above to create an Administrative Assistant position, paygrade MC06, in Circuit Court. Net cost is \$0.

Move one clerk from T6 to T7 paygrade to minimize continued departure for higher paying openings. Cost is \$4,901.50

Create two additional Certified Recorder positions, one in Circuit and one in District, to spread work as needed to cover any increased workload, vacation, sick, leave of absence, etc. Cost is \$95,363.04 + life insurance \$13,250 -- \$39,626 depending on coverage.

The Court request this committee recommend to the Board of Commissioners that the requested service enhancements be authorized and funded. Furthermore, that the Chairman of the Board is authorized to sign any required documents.

Sincerely,



Kim Brian Mead  
Administrator

## BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 15, 2022

## RESOLUTION

- BY:** PERSONNEL/HUMAN SERVICES COMMITTEE (2/15/2022)
- WHEREAS,** In its 2022 budget request, the Court submitted a few service enhancements and, while included in the Executive's recommend budget, they were removed at the board level during the budget process; and
- WHEREAS,** The enhancement requests are based on retention issues and the Court still faces the same needs and asks that consideration be given to its enhancement requests; and
- WHEREAS,** Based on a request from the previous County Executive due to expected serious budget deficits in the 2013 Budget, the Circuit Court and Friend of the Court reduced two positions to part-time creating one full-time shared position in a cost saving process; and
- WHEREAS,** Clerk positions in the administrative office are at the lowest paygrade level, yet, they require knowledge of all case disciplines; domestic, civil and criminal, which is only acquired by a lengthy training process over several years. With only four clerks, it's one thing to have one leave due to advancement, but three of the four all moved on to higher paying positions within months; and
- WHEREAS,** This has decimated the office and cannot be allowed again; and
- WHEREAS,** In addition, the part-time position shared with Friend of the Court is also a revolving slot. No one wants to stay in a job that straddles two different offices. At the first full-time open position all new hires move on; and
- WHEREAS,** Due to the State downsizing the judiciary, the Court suffered the loss of a Circuit Court judicial position and staff that assisted them. The workload was spread amongst the remaining Judges and their staff. The court recorder positions have been adversely affected with increased workload from operational changes made during the Covid pandemic and, while going virtual sounds easy, more processes are required; and
- WHEREAS,** The Michigan Supreme Court has directed all courts going forward to maintain virtual as well as in-person hearings and staying with the original staffing model is not working; and
- WHEREAS,** During a recent leave of absence by one of the recorders, the Court explored getting outside assistance from certified local independent recorders, however, not one was found willing to help because they have all the work they can handle and the Court ended up using a firm out of Detroit on a limited basis that connected virtually to capture the proceedings as required by law but using this option does not complete any of the paperwork or entries into our computer software; and
- WHEREAS,** This experience proved that the only real option is to have in-house staff for these positions. This is not a situation where one can contact a temp-service and have someone fill in. The State Court office in conjunction with Lansing Community College holds exams for certification only twice a year. These positions are mission critical as the Court is required by law to capture an accurate accounting (both audio and written documentation) of all proceedings on the record; and



- WHEREAS,** The requested service enhancements are as follows;
1. Utilize 215-Fund monies from Friend of the Court to restore two shared part-time positions to full-time status. Net cost to the General Fund is \$0.
  2. With the recent departure this month of a part-time judicial secretary, allow the Court to combine those budgeted funds to modify one of the full-time positions above to create an Administrative Assistant position, paygrade MC06, in Circuit Court. Net cost is \$0.
  3. Move one clerk from T6 to T7 paygrade to minimize continued departure for higher paying openings. Cost is \$4,901.50
  4. Create two additional Certified Recorder positions, one in Circuit and one in District, to spread work as needed to cover any increased workload, vacation, sick, leave of absence, etc. Cost is \$95,363.04 + life insurance \$13,250 -- \$39,626 depending on coverage.
- RESOLVED** That the Bay County Board of Commissioners approves the outlined Court service enhancements (Nos. 1 thru 4 outlined above), funds required to come from Fund Balance; Be It Further
- RESOLVED** That the Chairman of the Board is authorized to execute any and all documents required to facilitate the service enhancements following Corporation Counsel review and approval; Be It Finally
- RESOLVED** That related budget adjustments, if required, are approved.

JAYME A. JOHNSON, CHAIR  
AND COMMITTEE

Courts - 2022 Service Enhancements

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MARIE FOX				KIM J. COONAN				JAYME A. JOHNSON			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_ NO ACTION TAKEN \_\_\_\_\_

# BAY COUNTY PROSECUTING ATTORNEY

## NANCY E. BORUSHKO

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TO: Jayme A. Johnson  
Chair, Personnel/Human Services Committee

FROM: Nancy E. Borushko *NEB*  
Bay County Prosecuting Attorney

RE: Agreement extension

DATE: February 1, 2022

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Request: To be placed on the Agenda for the next Personnel/Human Services Committee meeting.

Background: Request extension of the "Independent Contractor Agreement for Scanning of Criminal Files Involving Victims." The independent contractor works under the direction of the Crime Victim Advocates. The Crime Victim Rights grant completely funds this. This request is for an extension of the Agreement which ended September 30, 2021, copy attached. This will extend the contract to September 30, 2022. Requesting a month-to-month option, if necessary, once the Agreement expires.

Finance: Funds exist within the current Crime Victim Rights grant monies. This Agreement remains in effect only as long as there are grant funds available. At the start of the 2021-2022 grant year, there was \$10,750.00 available.

Recommendation: Requesting Committee approval and referral to full Board for their approval.

Requesting that the Board Chair sign any and all necessary documents following approval by Corporation Counsel.

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cc: Thomas M Herek, Board Chairman  
Tiffany Jerry, Personnel Director  
Chris Izworski, Finance Officer  
Kim Priessnitz, Asst. Finance Officer  
Amber Johnson, Corporation Counsel

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BAY COUNTY COURT FACILITY, 1230 WASHINGTON, STE. 768, BAY CITY, MI 48708

TELEPHONE (989) 895-4185 FAX: (989) 895-4167  
TDD [HEARING IMPAIRED] (989) 895-2059

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## BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 15, 2022

## RESOLUTION

- BY: PERSONNEL/HUMAN SERVICES COMMITTEE (2/15/2022)
- WHEREAS, The Bay County Prosecutor is seeking extension of the "Independent Contractor Agreement for Scanning of Criminal Files Involving Victims."; and
- WHEREAS, This extension pertains to an Agreement which ended September 30, 2021 and which will extend the contract to September 30, 2022; and
- WHEREAS, Also requested is a month-to-month option, if necessary, once the Agreement expires; and
- WHEREAS, The independent contractor works under the direction of the Crime Victim Advocates and the Crime Victim Rights grant completely funds this activity; and
- WHEREAS, This Agreement remains in effect only as long as there are grant funds available and, at the start of the 2021-2022 grant year, there was \$10,750.00 available; Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners approves extension of the Independent Contractor Agreement for Scanning of Criminal Files Involving Victims through September 30, 2022 with a month-to-month option, if necessary, once the Agreement expires; Be It Further
- RESOLVED That the Chairman of the Board is authorized to execute all documents pertaining to the Agreement extension following Corporation Counsel review and approval; Be It Finally
- RESOLVED That related budget adjustments, if required, are approved.

JAYME A. JOHNSON, CHAIR

AND COMMITTEE

Prosecutor: Extension of Independent Contractor Agreement for Scanning Criminal Files Involving Victims

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MARIE FOX				KIM J. COONAN				JAYME A. JOHNSON			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

## VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_

AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_ NO ACTION TAKEN \_\_\_\_\_





# Department of Criminal Defense

1230 Washington Ave., Ste. 630, Bay City, MI 48708

**ANDREA J. LaBEAN, Director**  
**MICHAEL KANUSZEWSKI, Attorney**

**To:** Jayme A. Johnson, Chair of the Personnel/Human Services Committee  
Thomas Herek, Chair of Board of Commissioners

**From:** Andrea J. LaBean, Director of Office of Criminal Defense and Office of Assigned Counsel

**Date:** January 31, 2022

**Subject:** Submit Renewal Plan and Cost Analysis for MIDC grant 2022-2023

**Background:**

- Under MCL 780.993 Bay County must submit a plan and cost analysis to the Michigan Indigent Defense Commission (MIDC) in order to comply with standards in representing indigent defendants as required by the State of Michigan.
- Bay County must submit a renewal plan and cost analysis to MIDC for approval for the next fiscal year for the State of Michigan which begins October 1, 2022.
- The renewal plan will allow Bay County to continue to comply with standards set as well as provide representation for indigent defendants in Bay County.
- The renewal plan may require changes as requested or required by the MIDC regional manager or the MIDC.
- This application must be submitted via Electronic Grants Administration & Management System (EGRAMS) and is due April 2022.

**Finance**

Submitting the plan will not use any funds. The plan, if approved, is requesting additional funds from the State of Michigan. No general funds are being requested.

**Recommendation**

Apply for and accept the renewal grant. Allow the plan to be changed or adjusted as needed or required with guidance of the MIDC commission and regional manager prior to submitting the plan. Allow the Board Chair to sign any application or necessary documentation to implement grant after review by Corporate Counsel. Further, allow for the Board Chair to accept state funding and approve any budget adjustments as needed.

## BAY COUNTY BOARD OF COMMISSIONERS

APRIL 20, 2021

## RESOLUTION

- BY:** PERSONNEL/HUMAN SERVICES COMMITTEE (2/15/2022)
- WHEREAS,** Under 780.993 Bay County must submit a plan and cost analysis to the Michigan Indigent Defense Commission (MIDC) in order to comply with standards in representing indigent defendants as required by the State of Michigan; and
- WHEREAS,** Bay County must submit a renewal plan and cost analysis to MIDC for approval for the next fiscal year for the State of Michigan which begins October 1, 2022; and
- WHEREAS,** The renewal plan will allow Bay County to continue to comply with standards set as well as provide representation for indigent defendants in Bay County; and
- WHEREAS,** The renewal plan may require changes as requested or required by the MIDC regional manager or the MIDC; and
- WHEREAS,** The application must be submitted via Electronic Grants Administration & Management System (EGRAMS) by April 2022; and
- WHEREAS,** Submitting the plan will not use any funds and the plan, if approved, is requesting additional funds from the State of Michigan with no general funds being requested; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners authorizes electronic submittal of the MIDC application for grant renewal and authorizes the Chairman of the Board to sign the grant application documents electronically and, if approved by the State, authorizes the Chairman of the Board to sign any grant award documentation electronically, all contingent upon Corporation Counsel review and approval; Be It Further
- RESOLVED** That changes/adjustments to the plan, as needed or required with guidance of the MIDC Commission and Regional Manager prior to submittal, are permitted; Be It Finally
- RESOLVED** That related budget adjustments, if required, are approved.

JAYME A. JOHNSON, CHAIR

AND COMMITTEE

Criminal Defense - MIDC Grant Renewal - 2022-2023

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MARIE FOX				KIM J. COONAN				JAYME A. JOHNSON			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

 ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
 VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

 DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
 AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_ NO ACTION TAKEN \_\_\_\_\_

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**BAY COUNTY  
DEPARTMENT ON AGING**

**James A. Barcia  
County Executive**

Beth Eurich, LBSW  
Director

[euriche@baycounty.net](mailto:euriche@baycounty.net)

To: Jayme Johnson, Personnel and Human Services Committee Chair

From: Beth Eurich, Director - Department on Aging *BE*

Date: February 3, 2022

Cc: Jim Barcia, Amber Johnson, Christopher Izworski

Re: Request renewal of agreement between Liturgical Publications, Inc. (LPI) and Department on Aging for the "Wonderful Times" newsletter.

**BACKGROUND:**

The Department on Aging utilizes Liturgical Publications, Inc. for the Publication of the "Wonderful Times" newsletter which is distributed to over 3000 Bay County 60 years and better residents via snail mail, email and to other agencies and businesses throughout Bay County.

**FINANCE AND ECONOMICS:**

Liturgical Publications, Inc. sells ads in the "Wonderful Times" Newsletter to offset the costs of printing. There is no cost to Bay County Department on Aging.

**RECOMMENDATION:**

Upon favorable review by Corporation Counsel, the Department on Aging recommends approval of the agreement between LPI and Bay County Department on Aging. Board of Commissioners Chair to sign both copies.

## BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 15, 2022

## RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (2/15/2022)

WHEREAS, The Department on Aging utilizes Liturgical Publications Inc. for the publication of "The Wonderful Times" which is distributed to over 3,000 Bay County 60 years and better residents via U.S. mail, email and to other agencies and businesses throughout Bay County; and

WHEREAS, Liturgical Publications Inc. sells ads in the Wonderful Times Newsletter to offset the cost of the printing; there is no cost to Bay County Department on Aging; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Publishing Service Agreement between Bay County (Department on Aging) and Liturgical Publications, Inc. and authorizes the Chairman of the Board to execute said Agreement on behalf of Bay County following legal review/approval; Be It Further

RESOLVED That required budget adjustments related to this Agreement are approved.

JAYME A. JOHNSON, CHAIR  
AND COMMITTEE

DOA - Liturgical Publications, Inc.

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MARIE FOX				KIM J. COONAN				JAYME A. JOHNSON			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

## VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_ NO ACTION TAKEN \_\_\_\_\_



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James A. Barcia  
Bay County Executive

Joel R. Strasz  
Public Health Officer

**TO:** Jayme Johnson, Chair – Personnel and Human Services Committee  
**FROM:** Joel R. Strasz, Health Officer  
**DATE:** February 9, 2022  
**CC:** James Barcia, Amber Johnson, Christopher Izvorski, Cristen Gignac  
**RE:** RENEWAL OF MORGUE USE AGREEMENT WITH MCLAREN BAY REGION

**BACKGROUND:** Each year, the Bay County Medical Examiner (BCME) orders approximately 100 or more autopsies. The Medical Examiner wishes to continue to utilize the morgue facilities available at McLaren Bay Region and requests a renewal to the agreement between Bay County and McLaren Bay Region, extending it through December, 2024.

**FINANCIAL CONSIDERATIONS:** The current rate for use of the facility is \$9,600 annually. This has already been budgeted in the current year.

**RECOMMENDATIONS:** Upon favorable review by Corporation Counsel, the Health Department recommends this Agreement be approved and signed by the Board Chair, and seeks Board approval for any necessary budget adjustments relating to this amended Agreement.

## BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 15, 2022

## RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (2/15/2022)

WHEREAS, Each year, the Bay County Medical Examiner (BCME) orders approximately 100 or more autopsies; and

WHEREAS, The Medical Examiner wishes to continue to utilize the morgue facilities available at McLaren Bay Region and requests a renewal of the agreement between Bay County and McLaren Bay Region, extending it through December, 2024; and

WHEREAS, The current rate for use of the facility is \$9,600 annually and this has been budgeted in the current year; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves renewal of the Morgue Use Agreement with McLaren Bay Region through December 2024; Be It Further

RESOLVED That the Chairman of the Board is authorized to execute said Agreement on behalf of Bay County following Corporation Counsel review and approval; Be It Further

RESOLVED That related budget adjustments, if required, are approved.

JAYME A. JOHNSON, CHAIR  
AND COMMITTEE

Health Dept - Morgue Agreement with McLaren Bay Region

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MARIE FOX				KIM J. COONAN				JAYME A. JOHNSON			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_ NO ACTION TAKEN \_\_\_\_\_





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James A. Barcia  
Bay County Executive

Joel R. Strasz  
Public Health Officer

**TO:** Jayme Johnson, Chair – Personnel and Human Services Committee  
**FROM:** Joel R. Strasz, Health Officer  
**DATE:** February 9, 2022  
**CC:** James Barcia, Amber Johnson, Christopher Izvorski, Cristen Gignac  
**RE:** ALLOCATION OF ARPA FUNDING FOR PROPOSED COMMUNITY HEALTH AND HUMAN SERVICES CENTER

**BACKGROUND:** On February 8, a presentation was made to the Bay County Board of Commissioners regarding a proposed Health and Human Services Center. This proposed concept is a collaborative and community-based project among Bay County providers that will deliver comprehensive, high-quality, health and social services to the county residents in a single place, with the goal of coordination of care amongst existing providers in the community to work collaboratively and effectively meet the needs of the community in an efficient manner.

**FINANCE AND ECONOMICS:** The proposed allocation is for \$9,000,000 of ARPA funds. There is no impact to general funds.

**RECOMMENDATION:** The Health Department recommends, the Board approve the resolution to allocate \$9,000,000 in ARPA funds until 12/31/22 for the Community Health and Human Services Center. Within this time, it is expected that Bay County Administration will complete the following: 1) formally procure partners through agreements with other organizations in the community; 2) leverage funds and resources from said potential partners; and 3) determine locations for the said facility. When formal partners are identified and agreements are made, the Administration will bring the proposed agreement to the Board for full approval and appropriation.

## BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 15, 2022

## RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (2/15/2022)

WHEREAS, On February 8, a presentation was made to the Bay County Board of Commissioners regarding a proposed Health and Human Services Center; and

WHEREAS, This proposed concept is a collaborative and community-based project among Bay County providers that will deliver comprehensive, high-quality, health and social services to the county residents in a single place, with the goal of coordination of care amongst existing providers in the community to work collaboratively and effectively meet the needs of the community in an efficient manner; and

WHEREAS, The requested allocation is \$9,000,000 of ARPA funds with no impact to general funds; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the allocation of \$9,000,000 in ARPA funding through December 31, 2022 for the Community Health and Human Services Center; Be It Further

RESOLVED That within this time, it is expected that Bay County Administration will complete the following:

- 1) formally procure partners through agreements with other organizations in the community;
- 2) leverage funds and resources from said potential partners; and
- 3) determine locations for the said facility.

RESOLVED When formal partners are identified and agreements are made, the Administration will bring the proposed agreements to the Board for full approval and appropriation.

JAYME A. JOHNSON, CHAIR

AND COMMITTEE

Health Dept - Allocation of ARPA Funding for Proposed Community Health and Human Services Center

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MARIE FOX				KIM J. COONAN				JAYME A. JOHNSON			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
 VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
 AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_ NO ACTION TAKEN \_\_\_\_\_



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James A. Barcia  
Bay County Executive

Joel R. Strasz  
Public Health Officer

**TO:** Jayme Johnson, Chair – Personnel and Human Services Committee  
**FROM:** Joel R. Strasz, Health Officer  
**DATE:** February 9, 2022  
**CC:** James Barcia, Amber Johnson, Christopher Izvorski, Cristen Gignac  
**RE:** ALLOCATION OF ARPA FUNDING FOR COMMON INTAKE PROJECT

**BACKGROUND:** On February 8, a presentation was made to the Bay County Board of Commissioners regarding how lack of coordination of care ultimately dissuades people from getting appropriate help or causes significant delays in obtaining assistance. During this presentation, it was made known that information sought from individuals is duplicative and lengthy and that applicants need to complete several applications at different sites which establishes barriers because of transportation limitations, multiple phone calls, limited staffing to provide services, etc. A proposed 'Common Intake System' that streamlines assistance and establishes and promotes efficiencies for services and needs via the sharing of information and coordination of services was presented. Currently no system like this is in place either in Bay County or in the Region. The proposed program has the ability to create efficiencies within agencies and organizations, lessening time spent on application and data collection, and providing more effective resources to identify needs and links to appropriate services. Other potential outcomes include cost savings at local organizations, determination of duplicative services, determination of gaps, etc.

**FINANCE AND ECONOMICS:** The proposed allocation is for \$300,000 of ARPA funds. There is no impact to the general fund.

**RECOMMENDATION:** The Health Department recommends the Board approve the resolution authorizing the Board Chair to sign the agreement with the United Way of Bay County and other identified agencies to allocate the above-mentioned funds, after review from Corporation Counsel and Finance Officer and seeks Board approval for any necessary budget adjustments relating to this Agreement(s).



## BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 15, 2022

## RESOLUTION

- BY:** PERSONNEL/HUMAN SERVICES COMMITTEE (2/15/2022)
- WHEREAS,** On February 8, a presentation was made to the Bay County Board of Commissioners regarding how lack of coordination of care ultimately dissuades people from getting appropriate help or causes significant delays in obtaining assistance; and
- WHEREAS,** During this presentation, it was made known that information sought from individuals is duplicative and lengthy and that applicants need to complete several applications at different sites which establishes barriers because of transportation limitations, multiple phone calls, limited staffing to provide services, etc.; and
- WHEREAS,** A proposed 'Common Intake System' that streamlines assistance and establishes and promotes efficiencies for services and needs via the sharing of information and coordination of services was presented. Currently no system like this is in place either in Bay County or in the Region; and
- WHEREAS,** The proposed program has the ability to create efficiencies within agencies and organizations, lessening time spent on application and data collection, and providing more effective resources to identify needs and links to appropriate services; and
- WHEREAS,** Other potential outcomes include cost savings at local organizations, determination of duplicative services, determination of gaps, etc.; and
- WHEREAS,** The requested allocation is \$300,000 of ARPA funds with no impact to the general fund; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners approves the allocation of \$300,000 of ARPA funding for the Common Intake Project; Be It Further
- RESOLVED** That the Chairman of the Board is authorized to execute an Agreement, and related documents, with the United Way of Bay County and other identified agencies to allocate the above mentioned funding following Corporation Counsel and Finance Officer review and approval; Be It Further
- RESOLVED** That related budget adjustments, if required, are approved.

JAYME A. JOHNSON, CHAIR

AND COMMITTEE

Health Dept - Allocation of ARPA Funding for Common Intake Project

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MARIE FOX				KIM J. COONAN				JAYME A. JOHNSON			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

 DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
 AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_ NO ACTION TAKEN \_\_\_\_\_

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[www.baycounty-mi.gov/Health](http://www.baycounty-mi.gov/Health)

**James A. Barcia**  
Bay County Executive

**Joel R. Strasz**  
Public Health Officer

**TO:** Jayme Johnson, Chair – Personnel and Human Services Committee  
**FROM:** Joel R. Strasz, Health Officer  
**DATE:** February 9, 2022  
**CC:** James Barcia, Amber Johnson, Christopher Izvorski, Cristen Gignac  
**RE:** ALLOCATION OF ARPA FUNDING FOR COMMON INTAKE PROJECT

**BACKGROUND:** On February 8, a presentation was made to the Bay County Board of Commissioners regarding Electronic medical records (EMR) which are a mandated necessity for any medical provider in the United States. The Health Department has an EMR, but during the current pandemic the EMR has shown it has several limitations, especially when trying to effectively communicate with other providers. Procuring and implementing an EMR that provides improved interaction with the public (online registration and communication) and better communication with hospitals (i.e. McLaren Bay Region) is essential.

**FINANCE AND ECONOMICS:** The proposed allocation for the EMR is for \$60,000 of ARPA funds. There is no impact to general funds.

**RECOMMENDATION:** The Health Department recommends the Board approve the resolution authorizing the following: 1) Procurement of an EMR software that meets the needs of the Health Department via 2) a competitive bid for the said software; 3) have the Board Chair sign any related agreements after review and approval by Corporation Counsel and Finance Officer and 4) authorize any necessary budget adjustments.

## BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 15, 2022

## RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (2/15/2022)

- WHEREAS, On February 8, a presentation was made to the Bay County Board of Commissioners regarding Electronic medical records (EMR) which are a mandated necessity for any medical provider in the United States; and
- WHEREAS, The Health Department has an EMR, but during the current pandemic the EMR has shown it has several limitations, especially when trying to effectively communicate with other providers; and
- WHEREAS, Procuring and implementing an EMR that provides improved interaction with the public (online registration and communication) and better communication with hospitals (i.e. McLaren Bay Region) is essential; and
- WHEREAS, The proposed allocation for the EMR is \$60,000 of ARPA funds with no impact to general funds; Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners authorizes procurement of an EMR software that meets the needs of the Health Department through a competitive bid for said software; Be It Further
- RESOLVED That following completion of the bid process, the Agreement with the successful bidder will be submitted for Board approval as well as authorization for the Board Chair to sign the required documents, and approval of related, required budget adjustments.

JAYME A. JOHNSON, CHAIR  
AND COMMITTEE

Health Dept - ARPA Funding for Electronic Medical Records

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MARIE FOX				KIM J. COONAN				JAYME A. JOHNSON			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_ NO ACTION TAKEN \_\_\_\_\_



**BAY COUNTY EMPLOYEES' RETIREMENT SYSTEM**  
**BAY COUNTY VOLUNTARY EMPLOYEES' BENEFICIARY ASSOCIATION**  
BAY COUNTY BUILDING  
515 CENTER AVENUE  
BAY CITY, MICHIGAN 48708-5128

Christopher Izworski  
Secretary

**BOARD OF TRUSTEES**  
Steven Gray, Chairperson  
Marie Fox  
Kristal Gonzales  
Thomas Herek  
Jon Morse  
Matthew Pett  
Thomas Ryder  
Sandy Shult  
Shawna Walraven

**ADMINISTRATIVE STAFF**  
Jennifer Davenport  
Jillian Rose  
(989) 895-4043  
FAX (989) 895-2076

TO: Jayme Johnson, Chair, Personnel and Human Services Committee

FROM: Jennifer Davenport, Retirement Administrator

DATE: February 9, 2022

RE: Military Service Time – Ryan Gale, General Group

Enclosed you will find the request from Ryan Gale to purchase his military service time for total of five (5) years and zero (0) months.

I have all the required documents needed to process this request.

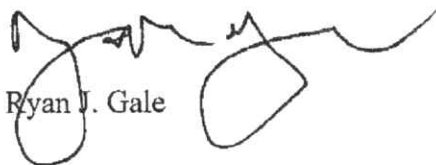
26 January 2022:

Personnel Committee:

I, Ryan J Gale, an employee of Bay County Central Dispatch, would like to request to purchase my military service credit from 19 May 1999 through 18 May 2004. I have all of the necessary documents filed with Jennifer Davenport, Retirement Administrator.

Thank you for your consideration in approving this purchase of this military service time.

Sincerely,

  
Ryan J. Gale



## BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 15, 2022

## RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (2/15/2022)

WHEREAS, Ryan Gale, an employee of Bay County Central Dispatch, wishes to purchase five (5) years and zero (0) months (May 19, 1999 through May 18, 2004) of his military service credit for retirement purposes; and

WHEREAS, All of the required documents have been filed by Ryan Gale with the Bay County Retirement Administrator; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the request of Ryan Gale to purchase five (5) years and zero (0) months (May 19, 1999 through May 18, 2004) of his military service credit for retirement purposes.

JAYME A. JOHNSON, CHAIR  
AND COMMITTEE

## Retirement - Ryan Gale - Purchase of Military Time

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MARIE FOX				KIM J. COONAN				JAYME A. JOHNSON			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

## VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_ NO ACTION TAKEN \_\_\_\_\_



**BAY COUNTY  
PERSONNEL DEPARTMENT**

**James A. Barcia**  
County Executive

**Tiffany Jerry**  
Director  
[jerryt@baycounty.net](mailto:jerryt@baycounty.net)

To: Jayme Johnson, Chair, Personnel/Human Services Committee

From: Tiffany Jerry, Director of Personnel and Employee Relations

Date: February 9, 2022

Re: **Personnel/Human Services Committee Agenda**

Please consider the following items for the agenda of your committee meeting scheduled for February 15, 2022.

1. **Request (Vacancy):**

Ryan Gale has submitted a request to hire a full-time 9-1-1 dispatcher with Bay County Central Dispatch, if needed.

**Background:**

Due to the high turnover and the nature of 9-1-1 dispatcher positions, this is an attempt to maintain minimum staffing levels at Central Dispatch.

**Finance/Economics:**

Full-time position with benefits as provided for within the GELC labor agreement, although union membership is voluntary. Entry level rate of pay is \$16.33 per hour. Funds exist within the current existing budget.

**Recommendation:**

Please refer to the full board for approval to hire a full-time 9-1-1 dispatcher, if needed.

2. **Request (Vacancy):**

Sheriff Cunningham submitted a request to hire a full-time Correctional Facility Officer.

**Background:**

This vacancy is due to the resignation of a current employee effective February 4, 2022.

**Finance/Economics:**

This is a full-time position with benefits as provided for within the POLC labor agreement, although union membership is voluntary. Entry rate of pay is \$18.08 per hour progressing to \$25.33 per hour after 5 years (CF01). This is a mandated position and funds are allocated in the 2022 budget.

**Recommendation:**

Please refer to the full board for approval to hire a full-time Correctional Facility Officer.

3. **Request (Summer help/Seasonal Vacancies):**

Cristen Gignac has submitted a request to hire seasonal staff for the County Golf Course, Community Center Pool and Summer Recreation Program, Pinconning Park and Building and Grounds.

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Tel: (989) 895-4098 | Fax: (989) 895-2076  
Web: [www.baycounty-mi.gov](http://www.baycounty-mi.gov)

-40-

**Background:**

Due to the Affordable Health Care Act rules and regulations regarding seasonal employment, they are requesting the ability to hire seasonal help as needed without exceeding the budgeted appropriations.

**Finance/Economics:**

The number of positions is approximate, but the total appropriation will not be exceeded.

**Golf Course – Clubhouse****Approx. Dates of Employment: April - October****Position:**

Clubhouse Assistant (2)  
Clubhouse Attendants - Part Time (4+)  
Service Assistants - Part Time (5+)

**Hourly Wage:**

\$13.00/hr  
\$10.50/hr  
\$10.50/hr

**Golf Course – Starters/Rangers****Approx. Dates of Employment: April - October****Position:**

Starter/Rangers – Part Time (8+)

**Hourly Wage:**

\$10.50/hr

**Golf Course – Grounds/Maintenance** **Approx. Dates of Employment: April - October****Position:**

Equipment Operator/Team Leader – Variable Hours (3)  
Equipment Operators - Variable Hours (6+)  
General Laborers - Variable Hours (2+)

**Hourly Wage:**

\$12.00/hr  
\$11.00/hr  
\$11.00/hr

**Community Center Pool Staff****Approx. Dates of Employment: June - August****Position:**

Pool Supervisor (1)  
Pool Asst. Supervisor (1)  
Lifeguard/WSI (10+)  
Cashier (2+)

**Hourly Wage:**

\$13.00/hr  
\$12.00/hr  
\$10.50/hr  
\$10.00/hr

**Community Center Summer Recreation Program****Approx. Dates of Employment: June - August****Position:**

Supervisor (2)  
Counselor (13+)

**Hourly Wage:**

\$13.00/hr  
\$10.50/hr

**Pinconning Park Rangers****Approx. Dates of Employment: May - September**

The number of positions is approximate but the total appropriation will not be exceeded.

**Position:**

Seasonal Rangers (2+)

**Hourly Wage:**

\$12.00/hr (entry level)  
\$12.25 (1 year level)

**Seasonal Recreation / Maintenance****Approx. Dates of Employment: May - October****Position:**

Seasonal Recreation Workers/Variable Hours (3+)

**Hourly Wage:**

\$12.00/hr

**Seasonal Property Maintenance****Approx. Dates of Employment: May - October****Position:**

Seasonal Foreclosed Homes Worker/Variable Hrs (2+)

**Hourly Wage:**

\$12.00/hr

**Recommendation:**

Please refer to the full board for approval to hire the seasonal staff outlined above.

4. **Request (Vacancy):**

Craig Goulet has submitted a request to hire a part-time Typist Clerk II for the Bay County Animal Services & Adoption Center.

**Background:**

The current employee transferred to a full-time position in another department within the County.

**Finance/Economics:**

This is a part-time position with limited benefits as provided for within the USW Part-time labor agreement, although union membership is voluntary. Entry rate of pay is \$13.01 per hour progressing to \$15.35 per hour after 4 years (TS05). No additional funds would be required for this position as this position is in the current 2022 budget.

**Recommendation:**

Please refer to the full board for approval to hire a part-time Typist Clerk II.

5. **Request (Vacancy):**

Amy Revette has submitted a request to hire a full-time Outreach Worker in the Health Department in WIC.

**Background:**

This vacancy is due to the resignation of a current employee.

**Finance/Economics:**

This is a full-time position with benefits as provided for within the USW Full-time labor agreement, although union membership is voluntary. Entry rate of pay is \$14.15 per hour progressing to \$16.72 per hour after two years (TU06). This position is currently budgeted via grant funds. No additional general funds are necessary.

**Recommendation:**

Please refer to the full board for approval to post and hire an Outreach Worker.

6. **Request (Seasonal Vacancies):**

We are in receipt of a request to post and fill the seasonal staff positions with Mosquito Control.

**Background:**

The effectiveness and success of the Bay County Mosquito Control Program is dependent upon the capabilities of the seasonal workforce who perform the treatments. Mosquito Control has requested to hire 32 seasonal field and/or biology technicians for the 2022 treatment season. All technicians are required to become MDARD certified pesticide applicators upon hire.

**Finance/Economics:**

In an effort to attract and retain qualified applicants and to be competitive with comparable jobs, the request is to hire 32 seasonal employees at a rate of \$14.25 - \$15.25 per hour (day shift year 1: \$14.25; day shift year 2: \$14.75; night shift year 1: \$14.75; night shift year 2: \$15.25). Funding for these wages will come from the Mosquito Control millage and General Funds will not be impacted.

**Recommendation:**

Please refer to the full board for approval to post and hire 32 Mosquito Control seasonal positions at \$14.25 - \$15.25/hour. Requesting approval for any necessary budget adjustments related to this request.



8. **Request (Vacancy):**  
Laura Ogar has submitted a request to post and fill the Gypsy Moth Assistant Coordinator position.

**Background:**

The vacancy is due to the resignation of the current employee effective February 11, 2022.

**Finance/Economics:**

This is a full-time position with benefits as provided for within the BCAMPS labor agreement, although union membership is voluntary. Entry rate of pay is \$17.81 per hour progressing to \$20.07 per hour after three years (PB04). In order to attract and retain a qualified candidate, it is requested to fill this position at the 1-year rate of \$18.96 per hour. This is a millage funded position and no General funds will be impacted or requested.

**Recommendation:**

Please refer to the full board for approval to post and fill the Gypsy Moth Assistant Coordinator position with a starting wage at the 1-year rate of \$18.96 per hour.

9. **Request:**  
To adjust 2022 budget to include a 5<sup>th</sup> year step on the PN10 and MN16 pay scale.

**Background:**

During the 2022 budget process, the 5<sup>th</sup> year step request was inadvertently removed from the PN10 and MN16 pay scale. In a meeting to discuss this held in late 2021 it was stated that the board did not recommend the removal of this from the 2022 budget and there was no clear indication of how it was removed. At the January 18, 2022 P/HS Committee Meeting, a request was made to place this on the February P/HS Agenda for adjustment.

**Economics:**

There are six positions County wide that would qualify to be paid at the 5<sup>th</sup> year step in 2022, with a total 2022 budget adjustment of up to \$26,440 required.

**Recommendation:**

Refer to the full board to approve budget adjustments necessary to adjust PN10 and MN16 five year pay scale as initially submitted in the 2022 budget.

Thank you for your consideration and approval of any necessary budget adjustments related to the aforementioned requests. If you have any questions or concerns, please feel free to contact me.

CC: Jim Barcia  
Amber Davis-Johnson  
Kim Priessnitz  
Chris Izvorski  
Ryan Gale  
Troy Cunningham  
Chris Mausolf  
Joel Strasz  
Amy Revette  
Craig Goulet  
Cristen Gignac  
Laura Ogar  
Rebecca Brandt  
Andrea Labean  
Bruce Mannikko  
Nancy Borushko

## BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 15, 2022

## RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (2/15/2022)

**RESOLVED** By the Bay County Board of Commissioners that concurrence is given to post/advertise/fill the following full time/part time/temporary/seasonal or co-op positions/vacancies/new positions, monies for said positions to come from the respective departmental budgets:

**A. VACANCIES (BUDGETED)**

1. 9-1-1 Central Dispatch - Dispatcher (full time; \$16.17/hr. entry)
2. Sheriff's Office - Correctional Facility Officer (full time; \$18.08/hr. entry)
3. Animal Services & Adoption Center - Typist Clerk II (part time; \$13.01/hr. entry)
4. Health Department WIC Program - Outreach Worker (full time; \$14.15/hr. entry)
5. Mosquito Control
  - a. Seasonal Staff Positions - 32 Field and/or Biology Technicians (\$14.25 - \$15.25 per hour) (day shift year 1: \$14.25/hr.; day shift year 2: \$14.75/hr; night shift year 1: \$14.75; night shift year 2: \$15.25)
6. Environmental Affairs & Community Development: Gypsy Moth Program - Gypsy Moth Assistant Coordinator (\$17.81/hr. entry)
7. Recreation & Facilities

**A. Golf Course - Seasonal****Golf Course — Clubhouse (Approx. Dates of Employment: April - October)**

The number of positions is approximate but the total appropriation will not be exceeded.

Position:	Hourly Wage:
Clubhouse Assistant (2)	\$13.00/hr
Clubhouse Attendants - Part Time (4+)	\$10.50/hr.
Service Assistants - Part Time (5+)	\$10.50/hr.

**Golf Course —Starters/Rangers (Approx. Dates of Employment: April - October)**

The number of positions is approximate but the total appropriation will not be exceeded.

Position:	Hourly Wage:
Starter/Rangers — Part Time (8+)	\$10.50/hr

**Golf Course — Grounds/Maintenance (Approx. Dates of Employment: April - October)**

The number of positions is approximate but the total appropriation will not be exceeded.

Position:	Hourly Wage:
Equipment Operator/Team Leader—Variable Hours (3)	\$12.00/hr
Equipment Operators - Variable Hours (6+)	\$11.00/hr
General Laborers - Variable Hours (2+)	\$11.00hr

**Community Center Pool Staff (Approx. Dates of Employment: June - August)**

The number of positions is approximate but the total appropriation will not be exceeded.

Position:	Hourly Wage:
Pool Supervisor (1)	\$13.00/hr
Pool Asst. Supervisor (1)	\$12.00/hr
Lifeguard/WSI (10+)	\$10.50/hr

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## BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 15, 2022

## RESOLUTION

Cashier (2+)

\$10.00/hr

Community Center Summer Recreation Program (Approx. Dates of Employment: June - August)

## Position:

Supervisor (2)

Counselor (13+)

## Hourly Wage:

\$13.00/hr

\$10.50/hr

Pinconning Park Rangers (Approx. Dates of Employment: May - September)

The number of positions is approximate but the total appropriation will not be exceeded.

## Position:

Seasonal Rangers (2+)

## Hourly Wage:

\$12.00/hr (entry level) \$12.25 (1 year level)

Seasonal Recreation / Maintenance (Approx. Dates of Employment: May - October)

## Position:

Seasonal Recreation Workers/Variable Hours (3+)

## Hourly Wage:

\$12.00/hr

Seasonal Property Maintenance (Approx. Dates of Employment: May - October)

## Position:

Seasonal Foreclosed Homes Worker/Variable Hours (2+)

## Hourly Wage:

\$12.00/hr

- RESOLVED** That authorization is granted to post/fill vacancies resulting from moves within a department whereby a Board approved vacancy was filled from staff within the department creating another vacancy in the same department, monies for said positions to come from the respective departmental budgets; Be It Further
- RESOLVED** That in the event individuals hired to fill approved vacancies prove to be unqualified or no longer want the position, the Personnel Director is authorized to post/fill the previously approved vacancy within a 60 day time period; Be It Further
- RESOLVED** That budget adjustments, if required, are approved; Be It Further
- RESOLVED** That it is clearly understood that any positions funded through a grant shall be terminated or hours reduced if grant funding is terminated or reduced.

JAYME A. JOHNSON, CHAIR  
AND COMMITTEE

Vacancies - February

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MARIE FOX				KIM J. COONAN				JAYME A. JOHNSON			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_

AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_ NO ACTION TAKEN \_\_\_\_\_

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**Troy R. Cunningham**  
**Sheriff Of Bay County**

Christopher D. Mausolf  
Undersheriff

Troy A. Stewart  
Jail Administrator

TO: Tiffany Jerry  
Personnel Director

FROM: Sheriff Troy R. Cunningham *TRE*

DATE: January 24, 2022

RE: Mandated CFO Position

**BACKGROUND:** Due to a resignation effective February 4, 2022 there will be an open position for one full time/with benefits Correctional Facility Officer (CFO) at the Sheriff's Office. This CFO position is budgeted for in the 2022 County Budget.

**FINANCE/ECONOMICS:** Our 2022 budget has funds allocated for the mandated position of CFO. The rate of pay for a full-time/with benefits position is \$18.08 per hour and is under the contract of the POLC.

**RECOMMENDATION:** Due to a resignation an opening, effective February 4, 2022, we need to fill these Correctional Facility Officer (CFO) positions, this is a mandated position. Your cooperation and assistance to conduct necessary budget adjustments when required is greatly appreciated in filling this position in order to maintain minimum shift staffing and reducing cost for overtime wages.

CC: Jail Administrator Troy Stewart  
Undersheriff Christopher D. Mausolf  
Jayne A. Johnson, Chairman of Personnel/Human Services  
Chris Izvorski, Finance Director  
Kim Priessnitz, Budget Supervisor  
Tracy Cederquist, Personnel (10130100)  
File Copy

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**BAY COUNTY  
ADMINISTRATIVE SERVICES**

**James A. Barcia**  
County Executive

**Craig Goulet**  
Director  
[gouletc@baycounty.net](mailto:gouletc@baycounty.net)

Tel: 989-895-4133

**To:** Jim Barcia, County Executive & Tiffany Jerry, Personnel Director  
**From:** Craig Goulet, Director of Administrative Services & Veteran Affairs  
**Date:** January 24, 2022  
**Subject:** Typist Clerk II – part-time

---

**Background:** Bay County Animal Services & Adoption Center currently has a Typist Clerk II, part-time employee that will be transferring to another County department for a full time position. This position is a current union position that is currently in the budget.

**Request:** Bay County Animal Services is looking to hire and new Typist Clerk II.

**Economics:** This is a part-time position with benefits as provided for within the USW Part-time labor agreement, although union membership is voluntary. Rate of pay is \$13.01 per hour progressing to \$15.35 per hour after 4 years (TS05). No additional funds would be required for this position as this position is in the current 2022 budget.

**Recommendation:** It is recommended that the committee approve the hiring of a Typist Clerk II, part-time employee.

Thank you for your consideration.

**Cc:** Jim Barcia  
Tiffany Jerry

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The logo for the Bay County Health Department, featuring a stylized apple with a leaf and a heart shape inside, with the text "Bay County HEALTH Department" to its right.

# Bay County HEALTH Department

1200 Washington Avenue Bay City, Michigan 48708  
PHONE (989) 895-4009/FAX (989) 895-4014/TDD (989) 895-4049  
[www.baycounty-mi.gov/Health](http://www.baycounty-mi.gov/Health)

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James A. Barcia  
Bay County Executive

Joel R. Strasz  
Public Health Director

TO: Tiffany Jerry, Personnel Director  
FROM: Amy Revette, WIC Manager  
DATE: January 31, 2022  
CC: Joel Strasz, Tracy Cederquist  
RE: Health Department Position Request

Due to an upcoming vacancy, I would like to request permission to post the following position:

**Request:** Outreach Worker/Typist Clerk III (Full time position) in WIC (TU06), due to vacancy.

**Finance/Economics:** Funding for the position is currently budgeted via grant funds. No additional general funds are necessary.

**Recommendation:** Please refer to the full board for approval, so that the position may be posted and filled.

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**BAY COUNTY MOSQUITO CONTROL**

810 Livingston  
Bay City, Michigan 48708

**REBECCA J. BRANDT, MANAGER**

brandtr@baycounty.net

Phone (989) 894-4555

Fax (989) 894-0526

TDD (989) 895-4049

<http://www.baycounty-mi.gov>

**JAMES A. BARCIA**

County Executive

**LAURA OGAR, DIRECTOR**

ogarl@baycounty.net

Community Initiatives  
Geographic Information Systems  
Gypsy Moth Suppression Program  
Mosquito Control  
Transportation Planning

**To:** Tiffany Jerry, Director  
Bay County Personnel

**Through:** Laura Ogar, Director  
Bay County Environmental Affairs & Community Development

**From:** Rebecca Brandt, Manager  
Bay County Mosquito Control

**Date:** February 9, 2022

**Re:** Request to Post and Fill Seasonal Staff Positions

**BACKGROUND:**

Bay County residents specifically tax themselves to fund a mosquito control program. This millage, last approved in 2016 for 8 years, passed with an 84% approval rating, proving mosquito control to be a highly supported service by our residents. To carry out operations, a seasonal staff of 32 employees is utilized between two different shifts, with wages dependent on shift and experience. Wages for these positions in neighboring mosquito control programs are \$14.25-\$15.25 (Saginaw County) and \$14.10-15.45 (Midland County).

Mosquito Control is a weather-dependent program. Rain events require an immediate response, with a limited 7-day window to control as much mosquito larvae as possible throughout the entire County before they emerge into biting adults. The effects of the biting mosquitoes that do emerge are felt for weeks. A full seasonal staff of 32 is needed in order to respond to these unpredictable events as quickly and thoroughly as possible in order to provide adequate control.

Last year, Mosquito Control was only able to fill 21 of 32 positions, limiting our ability to effectively and efficiently respond to rain events, responding slower to citizen requests, and being unable to fully complete treatments throughout the County before the larvae emerged as biting adults. Mosquito Control is using greater technology to adapt to less staff by implementing GIS mapping, cross-training staff, using extended residual products, and prioritizing treatment to areas of the most benefit to the community as a whole. However, the inability to have a fully staffed workforce has resulted in a burden on the limited staff we do have and saw a reduction in our ability to provide the most effective and efficient mosquito control for our residents.

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Seasonal positions at Mosquito Control require extensive training, knowledge and independent decision-making to avoid potential liability and to ensure the least impact to the environment. These requirements exceed those of typical entry-level jobs. State and Federal law requires all employees to become Certified Pesticide Applicators through the Michigan Department of Agriculture and Rural Development, which requires training and passing two proctored exams. Legal ramifications exist for both the employee and employer if pesticide applications are not made in compliance with EPA and MDARD regulations. Applicators must ensure applications are within legal allowances and have the least impact to the environment including considerations of: product/active ingredient selection (based on habitat, mosquito species, and environmental factors), application rates (including dosage rates, drift considerations), and personal protective equipment and safe handling (differ per each label). Applicators make these decisions independently in the field; full comprehension is needed not only for legal compliance but to accurately educate the public we serve.

In an effort to attract and retain qualified applicants to carry out this mission and to be competitive with comparable jobs, I am requesting to hire 32 seasonal employees at a rate of \$14.25-\$15.25 hour (day shift year 1: \$14.25; day shift year 2: \$14.75; night shift year 1: \$14.75; night shift year 2: \$15.25). This is a 44-54% increase over minimum wage; in the early 2000s Bay County Mosquito Control was paying 45-55% over minimum wage for these same positions.

**FINANCE:**

Funding for these wages will come from the Mosquito Control millage, line item 705.00 Temporary Help. Mosquito Control is able to fully fund these positions through our millage with no impact on operations. No General Funds are impacted with this request.

**RECOMMENDATION:**

To post and fill 32 Mosquito Control seasonal positions at \$14.25-\$15.25/hour, following Board approval, reference checks, drug testing, and legal review. Requesting approval for any necessary budget adjustments related to this request.

cc: Jim Barcia  
Tracy Cederquist  
Deanne Berger



**BAY COUNTY DEPARTMENT OF  
ENVIRONMENTAL AFFAIRS  
& COMMUNITY DEVELOPMENT**

515 Center Avenue, Suite 501  
Bay City, Michigan 48708

Phone 989-895-4135  
Fax 989-895-4068  
TDD 989-895-4049  
<http://www.baycounty-mi.gov>



**JAMES A. BARCIA**  
County Executive

**LAURA OGAR, DIRECTOR**  
[ogar1@baycounty.net](mailto:ogar1@baycounty.net)

Community Initiatives  
Geographic Information Systems  
Gypsy Moth Suppression Program  
Mosquito Control  
Transportation Planning

## **MEMORANDUM**

**Date:** February 9, 2022

**TO:** Tiffany Jerry, Personnel Director  
Bay County Personnel and Employee Relations

**FROM:** Laura Ogar, Director  
Environmental Affairs & Community Development

**RE:** Request Authorization to Post and Fill the Gypsy Moth Suppression Assistant Coordinator Position

---

**Request:** To post and fill the Gypsy Moth Assistant Coordinator position vacancy as the existing Assistant Coordinator is leaving for an equitable position in a nearby community with higher wages, effective February 11, 2022.

**Background:** The Gypsy Moth Suppression Program is a community initiated, voter supported millage funded public service established to suppress and control Gypsy Moth (*Lymantria dispar*) invasions and other invasive pests. The feeding Gypsy Moth caterpillar stage in particular causes extensive damage to trees and surrounding property leaving damaged trees susceptible to death and dying limbs. These dead and dying trees cause significant threats to public safety in the surrounding area and injury as limbs fall or when tree cutting is attempted. The Assistant Coordinator supports and works in conjunction with the Program Coordinator to fulfill the significant regulatory obligations required in the operations of the program. These include Pesticide Management, state and Federal permitting, regulatory compliance and reporting deadlines. The position demands knowledge and experience in scientific methods, technical report writing and quality assurance of large data sets and knowledge of public notification and private landowner rights.

The position requires technical knowledge skills and abilities beyond entry level and carries with it additional program administrative responsibilities to assist in procurement and chemical contract management in compliance with state and federal law and the safety of all affected landowners in the exposure of chemical treatments. I believe the position is currently misclassified and was more accurately described in the Program reorganization request I submitted which was approved in the Executive Budget 2022 but not included in the Board's final package. I will be moving forward with a reclassification request later this year. In the meantime I request to fill the position at a higher step level in order to attract and retain a qualified candidate.

**Finance & Economics:** This position is millage funded (100%) and funds are available to fully cover this compensation. No General Funds will be impacted or requested.

**Recommendation:** Recommend posting and filling of the Gypsy Moth Assistant Coordinator position at a step increase level.

**cc:** James Barcia, Deanne Berger, Chris Izowski, Amber Davis-Johnson, Cyndi Gaul, Lindsey Arsenault,

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## RECREATION & FACILITIES



## BAY COUNTY

**CRISTEN GIGNAC, DIRECTOR**  
gignacc@baycounty.net

**Andrew Cowan, Operations Manager**  
cowana@baycounty.net

**Jon Morse, Buildings & Grounds Supervisor**  
morsej@baycounty.net

**Daniel Neering, Recreation Manager**  
neeringd@baycounty.net

**Beth Trahan, Recreation Coordinator**  
trahanb@baycounty.net

**JAMES A. BARCIA**  
County Executive

Tel: (989) 895-4132  
Fax: (989) 895-2094  
TDD: (989) 895-4049

TO: Tiffany Jerry, Director of Personnel & Employee Relations  
FROM: Cristen Gignac, Director of Recreation & Facilities  
RE: Summer Help 2022  
DATE: January 12, 2022

The following are the 2022 requested summer positions for Recreation and Buildings & Grounds. Due to the Affordable Health Care Act rules and regulations regarding seasonal employment, we are requesting the ability to hire seasonal help as needed without exceeding the budgeted appropriations. In the list below, the number of positions is approximate, but the total appropriation will not be exceeded.

### Golf Course – Clubhouse

**Approx. Dates of Employment: April - October**

Position:	Hourly Wage:
Clubhouse Assistant (2)	\$13.00/hr
Clubhouse Attendants - Part Time (4+)	\$10.50/hr
Service Assistants - Part Time (5+)	\$10.50/hr

### Golf Course – Starters/Rangers

**Approx. Dates of Employment: April - October**

Position:	Hourly Wage:
Starter/Rangers – Part Time (8+)	\$10.50/hr

### Golf Course – Grounds/Maintenance

**Approx. Dates of Employment: April - October**

Position:	Hourly Wage:
Equipment Operator/Team Leader – Variable Hours (3)	\$12.00/hr
Equipment Operators - Variable Hours (6+)	\$11.00/hr
General Laborers - Variable Hours (2+)	\$11.00/hr

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**Community Center Pool Staff****Approx. Dates of Employment: June - August****Position:****Hourly Wage:**

Pool Supervisor (1)

\$13.00/hr

Pool Asst. Supervisor (1)

\$12.00/hr

Lifeguard/WSI (10+)

\$10.50/hr

Cashier (2+)

\$10.00/hr

**Community Center Summer Recreation Program****Approx. Dates of Employment: June - August****Position:****Hourly Wage:**

Supervisor (2)

\$13.00/hr

Counselor (13+)

\$10.50/hr

**Pinconning Park Rangers****Approx. Dates of Employment: May - September**

The number of positions is approximate but the total appropriation will not be exceeded.

**Position:****Hourly Wage:**

Seasonal Rangers (2+)

\$12.00/hr (entry level) \$12.25 (1 year level)

**Seasonal Recreation / Maintenance****Approx. Dates of Employment: May - October****Position:****Hourly Wage:**

Seasonal Recreation Workers/Variable Hours (3+)

\$12.00/hr

**Seasonal Property Maintenance****Approx. Dates of Employment: May - October****Position:****Hourly Wage:**

Seasonal Foreclosed Homes Worker/Variable Hrs (2+)

\$12.00/hr





**BAY COUNTY  
PERSONNEL & EMPLOYEE RELATIONS**

**James A. Barcia**  
County Executive

---

**Tiffany Jerry**  
Director  
[jerryt@baycounty.net](mailto:jerryt@baycounty.net)

DATE: FEBRUARY 9, 2022

TO: JAYME JOHNSON, CHAIR, PERSONNEL & HUMAN SERVICES

FROM: TIFFANY JERRY, DIRECTOR OF PERSONNEL AND EMPLOYEE RELATIONS

RE: 2022 BUDGET ADJUSTMENT

**REQUEST:**

To adjust 2022 budget to include a 5<sup>th</sup> year step on the PN10 and MN16 pay scale.

**BACKGROUND:**

During the 2022 budget process, the 5<sup>th</sup> year step request was inadvertently removed from the PN10 and MN16 pay scale. In a meeting to discuss this held in late 2021 it was stated that the board did not recommend the removal of this from the 2022 budget and there was no clear indication of how it was removed. At the January 18, 2022 P/HS Committee Meeting, a request was made to place this on the February P/HS Agenda for adjustment.

**ECONOMICS:**

There are six positions County wide that would qualify to be paid at the 5<sup>th</sup> year step in 2022, with a total 2022 budget adjustment of up to \$26,440 required.

**RECOMMENDATIONS:**

Refer to the full board to approve budget adjustments necessary to adjust PN10 and MN16 five year pay scale as initially submitted in the 2022 budget.

Cc: Jim Barcia  
Nancy Borushko  
Andrea Labean  
Bruce Mannikko  
Amber Johnson  
Chris Izworski



## BAY COUNTY BOARD OF COMMISSIONERS

FEBRUARY 15, 2022

## RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (2/15/2022)

- WHEREAS, During the 2022 budget process, the 5<sup>th</sup> year step request was inadvertently removed from the PN10 and MN16 pay scale; and
- WHEREAS, It has been determined it was not the intent of the Board to remove the 5<sup>th</sup> year step from the PN10 and MN16 pay scale and a request was made to rectify this error; and
- WHEREAS, There are six (6) positions County-wide that would qualify to be paid at the 5<sup>th</sup> year step in 2022 with a total 2022 budget adjustment of up to \$26,440 required; Therefore, Be It
- RESOLVED By the Bay County Board of Commissioners that the 5<sup>th</sup> year step to the PN10 and MN16 classifications is hereby approved; Be It Further
- RESOLVED That the budget adjustment(s) (\$26,440) to the 2022 budget are approved.

JAYME A. JOHNSON, CHAIR  
AND COMMITTEE

Personnel - 5<sup>th</sup> Year Step PN10 & MN16

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MARIE FOX				KIM J. COONAN				JAYME A. JOHNSON			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

## VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_

AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_ NO ACTION TAKEN \_\_\_\_\_

-55-